



# Schedule

U.S. GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE

## Authorized Federal Supply Schedule Price List

**CONTRACTOR:**

**AVIVA SPECTRUM**

C/O SONIA LUNA

3200 BARBYDELL DRIVE

LOS ANGELES, CA 900644808

Contract Number: GS23F0021X

Schedule Title : **Financial and Business Solutions (FABS)**

Product Service Code : **R704**

DUNS# : **156294006**

Contract Period : **December 14, 2010 - December 13, 2015**

Business Size : **Small**

Contract Administrator : **SONIA LUNA**

Phone Number : **310-876-0089**

Fax Number : **213-226-4325**

Web Site : <http://www.avivaspectrum.com>

Online access to contract ordering information, terms and conditions, up-to-date pricing,  
and the option to create an electronic delivery order are available through  
GSA Advantage!, a menu-driven database system.  
<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit  
<http://www.gsa.gov/portal/content/197989>

**CONTRACTOR:**  
**AVIVA SPECTRUM**  
 C/O SONIA LUNA  
 3200 BARBYDELL DRIVE  
 LOS ANGELES, CA 900644808

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## Awarded service information listed by Special Item Numbers (SINS):

### SIN:520 14 - Audit & Financial Training Services

#### Fixed Fee Services

##### COSO ERM Simplified (Implementation for Small Business and Government).

Enterprise Risk Management or "ERM" is an approach used to understand and manage all the risks an organization faces. Its primary purpose is to improve the quality of decision-making throughout an organization. Implementing ERM may seem like a daunting task but when one gets a grasp on what it is - then it becomes easier to understand how it can be implemented. This module will cover the 8 components of COSO ERM: Internal Environment; Objective Setting; Event Identification; Risk Assessment; Control Activities; Information & Communication; and Monitoring. In addition to describing how the 8 components affect the 4 main risk categories in an organization, we will also provide examples of real world risks in each major risk category. Course length: 8 hours

<b>Unit of Issue:</b>	Per Day
<b>Overtime Rate:</b>	-
<b>Min Participants:</b>	5
<b>Max Participants:</b>	15
<b>12/14/2011 – 12/13/2012:</b>	\$4,136.52
<b>12/14/2012 – 12/13/2013:</b>	\$4,136.52
<b>12/14/2013 – 12/13/2014:</b>	\$4,136.52
<b>12/14/2014 – 12/13/2015:</b>	\$4,136.52

#### ITGI Cobit 5, IT Auditing

COBIT is the leading IT Governance document both in the US and Internationally. The federal government has followed the private sectors lead and adopted COSO as framework for government and non-profit agencies to follow. OMB A-133 highlights 5 main objectives for using COBIT 5 in a government agency. 1) IT Security in Cloud Computing; (2) IT auditing techniques leveraging COBIT 5 to validate transactions are executed in compliance with;(3) Funds, property, and other assets are safeguarded against loss This presentation teaches participants how to conduct a Risk Assessment to assess whether or not the organization has proper Internal Controls over Federal Programs. Course length: 8 hours

<b>Unit of Issue:</b>	Per Day
<b>Overtime Rate:</b>	-
<b>Min Participants:</b>	5
<b>Max Participants:</b>	15
<b>12/14/2011 – 12/13/2012:</b>	\$4,136.52
<b>12/14/2012 – 12/13/2013:</b>	\$4,136.52
<b>12/14/2013 – 12/13/2014:</b>	\$4,136.52
<b>12/14/2014 – 12/13/2015:</b>	\$4,136.52

#### Leveraging 2009 COSO Monitoring Guidance for Small Businesses and Government Agencies

A-133.105 requires that government agencies follow COSO guidelines for Internal Controls over Federal Programs. A-133 lists 3 main objectives for utilizing the COSO framework. COSO is the leading framework US companies use to comply with all types of regulations. This is the latest guidance offered by COSO to promote a more effective monitoring program for all compliance efforts a government agency must undertake. Course length: 8 hours

<b>Unit of Issue:</b>	Per Day
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<b>Overtime Rate:</b>	-
<b>Min Participants:</b>	5
<b>Max Participants:</b>	15
<b>12/14/2011 – 12/13/2012:</b>	\$4,136.52
<b>12/14/2012 – 12/13/2013:</b>	\$4,136.52
<b>12/14/2013 – 12/13/2014:</b>	\$4,136.52
<b>12/14/2014 – 12/13/2015:</b>	\$4,136.52

## SIN:520 8 - Complementary Audit Services

### Professional Services

#### Admin Assistant

Provides general-purpose administrative and clerical support for project tasks, which include secretarial, word processing, collation, editing and coordination. Administrative staff have at least a high school diploma and one year of experience in an office environment.

<b>Unit of Issue:</b>	Per Hour
<b>12/14/2011 – 12/13/2012:</b>	\$66.27
<b>12/14/2012 – 12/13/2013:</b>	\$67.59
<b>12/14/2013 – 12/13/2014:</b>	\$68.95
<b>12/14/2014 – 12/13/2015:</b>	\$70.33

#### Manager

Responsible for preparing training materials and reviewing Senior trainer presentations to offer quality assurance on the content and organization of the presentation. Serves as primary contact with client staff. Assists with preparation of engagement letters and closing meetings with clients to conduct a post training review. A Manager is a CPA, CIA, or CISA with a minimum of four years experience in accounting, finance or IT compliance.

<b>Unit of Issue:</b>	Per Hour
<b>12/14/2011 – 12/13/2012:</b>	\$152.21
<b>12/14/2012 – 12/13/2013:</b>	\$155.25
<b>12/14/2013 – 12/13/2014:</b>	\$158.37
<b>12/14/2014 – 12/13/2015:</b>	\$161.53

#### Partner

Partner serves as client liaison and is responsible for ensuring that training services are provided in an efficient and timely manner, and that all administrative matters are handled appropriately and expeditiously. Partner is responsible for contract negotiations, scheduling, budget approvals and client training reports. Partner must maintain an active Certified Public Accountant, CIA or CISA license or its equivalent and/or have an ownership interest in the Firm. Partner must meet all educational requirements to become a CPA an/or CIA, CISA and obtains all requisite continuing education to maintain his/her certification in good standing and has a minimum of ten years experience in accounting, internal audit and/or IT auditing.

<b>Unit of Issue:</b>	Per Hour
<b>12/14/2011 – 12/13/2012:</b>	\$180.17
<b>12/14/2012 – 12/13/2013:</b>	\$183.77
<b>12/14/2013 – 12/13/2014:</b>	\$187.45
<b>12/14/2014 – 12/13/2015:</b>	\$191.19

#### Senior Associate

Under the direction of the engagement manager, director, or partner, the Senior Associate is responsible for conducting training sessions, updating registration and walk-ins. Updates materials and creates new materials for training sessions. A Senior Associate meets all the educational requirements to become a CPA, CIA or CISA but may not have yet passed the standard examination. Senior Associate has a minimum of two years experience in public accounting, finance or IT compliance.

Unit of Issue:	Per Hour
12/14/2011 – 12/13/2012:	\$117.01
12/14/2012 – 12/13/2013:	\$119.35
12/14/2013 – 12/13/2014:	\$121.73
12/14/2014 – 12/13/2015:	\$124.16

### Senior Manager

Director is responsible for directing the day-to-day accomplishments of the engagement. The senior manager sets priorities, ensures daily coordination among the engagement team, and monitors progress against schedules, budgets, and status reporting. Director communicates timely with both Partner and clients regarding specific program and technical activities. A Director is a practicing CPA, CIA or CISA with a minimum of six years in the accounting or auditing industry or IT compliance

Unit of Issue:	Per Hour
12/14/2011 – 12/13/2012:	\$164.63
12/14/2012 – 12/13/2013:	\$167.93
12/14/2013 – 12/13/2014:	\$171.29
12/14/2014 – 12/13/2015:	\$174.72

### Staff Auditor

Under the direction of the engagement senior, manager, director, or partner, the Staff Associate is responsible for preparing training session slides, modules. Research on latest training techniques and technology. Update materials and gathers evaluation forms and prepares necessary reports to the training team. Must have met all the educational requirements to become a CPA, CIA or CISA but may not have yet passed the standard examination. Staff Associate has a minimum of one year of experience in public accounting, finance or IT compliance.

Unit of Issue:	Per Hour
12/14/2011 – 12/13/2012:	\$98.37
12/14/2012 – 12/13/2013:	\$100.34
12/14/2013 – 12/13/2014:	\$102.35
12/14/2014 – 12/13/2015:	\$104.39

### Supervisor

Under the direction of the engagement manager, director, or partner, the Supervisor Associate is responsible for conducting training sessions, updating registration and walk-ins. Updates materials and creates new materials for training sessions. Conducts research on latest training technology and training modules to support the training materials. Supervisor Associate meets all the educational requirements to become a CPA, CIA or CISA but may not have yet passed the standard examination. Supervisor Associate has a minimum of three years experience in public accounting, finance or IT compliance.

Unit of Issue:	Per Hour
12/14/2011 – 12/13/2012:	\$137.72
12/14/2012 – 12/13/2013:	\$140.47
12/14/2013 – 12/13/2014:	\$143.28
12/14/2014 – 12/13/2015:	\$146.16

## Terms and Conditions:

### 1. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

SIN	Description
520 14	Audit & Financial Training Services
520 8	Complementary Audit Services

### 2. Maximum order per SIN:

SIN	Maximum Order
520 7	\$1,000,000.00
520 8	\$1,000,000.00

### 3. Minimum order:

\$100.00

### 4. Geographic Coverage:

Limited Locality

### 5. Point(s) of production (city, county, and State or foreign country):

AVIVA SPECTRUM 700 S FLOWER ST 1100LOS ANGELES, CA 90017-4113

### 6. Quantity Discounts:

### 7. Prompt payment terms:

0%-30 0%-30 NET 30

### 8. Government purchase cards accepted above the micro-purchase threshold:

Yes

### 9. Government purchase cards are accepted at or below the micro-purchase threshold:

Yes

### 10. Foreign Items:

N/A

### 11. Time of Delivery:

0 Days From date of award to date of completion (services only)

### 12. Expedited Delivery:

Contact Contractor for additional information

### 13. Overnight and 2-Day Delivery:

Contact Contractor for additional information

### 14. Urgent requirements:

Contact Contractor for additional information

**15. F.O.B. points:**

Alaska : D - Destination  
Continental US : D - Destination  
Hawaii : D - Destination  
Puerto Rico : D - Destination

**16. Ordering Addresses:**

<b>1</b>	Aviva Spectrum Sonia Luna 700 SS Flower St. 1100 Los Angeles, California 90017 United States Ph:213-537-5862 Fax:213-226-4325 sonia.luna@avivaspectrum.com
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**17. Ordering Procedures:**

For ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA please visit the GSA/FSS schedule homepage ([gsa.gov/portal/category/100611](http://gsa.gov/portal/category/100611)).

**18. Payment Addresses:**

<b>1</b>	Aviva Spectrum Sonia Luna 3200 Barbydell Dr. Los Angeles, California 90064 United States Ph:213-537-5862 Fax:213-226-4325 sonia.luna@avivaspectrum.com
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**19. Warranty Provision:**

N/A

**20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**

Net 30 days after receipt of invoice

**21. Terms and conditions of repair parts:**

N/A

**22. Terms and conditions for any other services:**

N/A

**23. Terms and conditions of rental, maintenance, and repair:**

N/A

**24. Terms and conditions of installation:**

N/A

**25. List of service and distribution points:**

N/A

**26. List of participating dealers:**

N/A

**27. Preventative maintenance:**

N/A

**28. Special attributes such as environmental attributes:**

N/A

**29. Section 508 compliance information:**

N/A

**30. Data Universal Number System (DUNS) number:**

156294006